

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2009-10**

Department: COUNTY CLERK-RECORDER
(03300)
Function: Public Protection
Activity: Other Protection
Fund: General

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2007-08</u>	<u>BOARD APPROVED EXPENDITURES 2008-09</u>	<u>DEPARTMENT REQUEST 2009-10</u>	<u>CAO RECOMMENDATION 2009-10</u>
<u>SALARIES & EMPLOYEE BENEFITS</u>				
710102 Permanent Salaries	479,753	565,000	506,500	506,500
710103 Extra Help	2,630	2,600	720	720
710105 Overtime	331	1,000	500	500
710200 Retirement	107,777	154,000	135,200	135,200
710300 Health Insurance	67,933	77,000	69,700	69,700
710400 Workers' Compensation Insurance	2,558	2,282	2,442	2,442
TOTAL SALARIES & EMPLOYEE BENEFITS	660,982	801,882	715,062	715,062
<u>SERVICES & SUPPLIES</u>				
720300 Communications	3,844	4,500	4,200	4,200
720600 Insurance	210	232	163	163
720800 Maintenance - Equipment	8,735	14,100	12,100	12,100
721100 Memberships	1,375	1,175	825	825
721300 Office Expense	39,985	34,050	15,000	15,000
721400 Professional & Specialized Services	42,991	43,200	45,700	45,700
721500 Publications & Legal Notices	0	200	0	0
721600 Rents & Leases - Equipment	2,393	4,600	4,600	4,600
721700 Rents & Leases - Buildings	14,312	15,000	15,000	15,000
721900 Special Departmental Expense	463	500	0	0
722000 Transportation & Travel	9,689	14,050	8,000	8,000
TOTAL SERVICES & SUPPLIES	123,997	131,607	105,588	105,588
<u>FIXED ASSETS</u>				
740300 Equipment	74,821	3,000	0	0
TOTAL FIXED ASSETS	74,821	3,000	0	0
TOTAL - COUNTY CLERK-RECORDER	859,800	936,489	820,650	820,650

COMMENTS

COUNTY CLERK'S OFFICE - Files fictitious names, dissolution of partnerships, powers of attorney of sureties, certificates of authority, and financial statements. The County Clerk's Office also issues marriage licenses, takes oaths, records and files bonds of Public Notaries, takes oaths of elected and appointed employees, and maintains the records in connection with these duties.

RECORDER'S OFFICE - Receives and records documents on microfilm, makes photocopies of documents on request, indexes documents, files original documents, collects fees for processing or copying documents, sells and affixes stamps for recorded property transfers, and microfilms old records. Documents recorded are primarily those which have to do with property ownership and fiscal responsibility.

WORKLOAD

	2007-08	2008-09	2009-10
<u>Recorder's Office</u>	<u>Actual</u>	<u>Actual & Estimated</u>	<u>Projected</u>
Births	2,107	2,000	2,000
Deaths	869	815	810
Marriages Recorded	690	700	700
Number of Maps	107	100	100
Microfilming Daily Records	160,172	125,000	130,000
Recorded and Filed Documents	45,570	42,000	43,000
Certified Copies for Fee	430	325	325
Certified Copies of Vitals	7,485	7,530	7,500
Veterans Certified Copies	114	115	115
 <u>County Clerk's Office</u>			
Public Agency Roster Statements Filed	3	3	4
Photocopier/Process Server Registration	5	6	6
Loyalty Oaths	199	65	50
Certified Copies	16	15	15
Power of Attorney	3	5	4
Passport Applications	1,801	1,100	900
Marriage Licenses	717	700	700
Fictitious Business Statements	997	950	950
Notary Oaths	104	100	100
Civil Marriages Performed	284	300	300
Notice of Determination	107	115	110
Copies of Documents on file	112	120	120

REVENUE

	Actual 2007-08	Actual & Estimate 2008-09	Projected 2009-10
<u>Recorder's Office</u>			
Recorder Fees (Recorder, Health, Clerk)	\$ 572,859	\$ 430,000	\$ 450,000
Documentary Stamp	647,101	480,000	500,000
Recorder's Modernization Funds	210,872	201,486	198,500*
Recorder's Micrographics Funds	65,541	113,679	72,660
Vital Records Improvement Program Funds	15,761	3,280	3,650

*NOTE: \$65,000 of the Recorder's Modernization Fund is programmed as a revenue, for an approved Network Engineer I/II position that will be reflected in the Information Technology budget.

STAFFING

	2008-09 Authorized	2009-10 Request & Recommend
<u>Permanent</u>		
Accounting Technician I or II	.5	.5
Assistant County Clerk-Recorder	2	2*
Chief Assistant County Clerk-Recorder	1	1
County Clerk-Recorder	1	1
Deputy Clerk I/II	6	6
Micrographics Clerk	<u>2</u>	<u>2**</u>
Total Permanent	12.5	12.5

*The Assistant County Clerk in the Recorder Division is funded 100% from the Recorder Modernization Trust (\$78,800).

**The funds to compensate two Micrographics Clerks are generated from an additional recording fee on some documents authorized by the State, and the Micrographics Trust Fund provides revenue for these positions. One of these positions is being held vacant this year, so the Trust will provide reimbursement in the amount of \$43,363.

STAFFING (continued)

The following vacant positions are not recommended to be funded in 2009-10 with an estimated savings to the General Fund as noted below:

<u>Position</u>	<u>Estimated Salary & Employee Benefit Savings for 12 Months</u>
Deputy Clerk to the County Clerk-Recorder II Micrographics Clerk	\$45,480 This position is subvented; there are no General Fund salary savings.

SALARIES & EMPLOYEE BENEFITS

- 710102 Permanent Salaries are recommended at \$506,500 based on the cost of present and proposed staff.
- 710103 Extra Help (\$720) is recommended to provide services in Eastern Madera County.
- 710105 Overtime (\$500) to pay for hours worked in excess of 40 hours compensatory balances in the Recorder Division (100% funded from Trust).
- 710200 Retirement reflects the County’s anticipated contribution to Social Security and the Public Employees’ Retirement System.
- 710300 Health Insurance is based on the employer’s share of health insurance premiums.
- 710400 Workers’ Compensation reflects the Department’s contribution to the County’s Self-Insurance Internal Service Fund.

SERVICES & SUPPLIES

- 720300 Communications (\$4,200) is recommended based on actual cost experience, and the cost of 2-3 Personal Digital Assistants (PDA) (\$2,160). The PDAs will be reimbursed from the Recorders Modernization Fund. Alarm monitoring is also paid from the Modernization Trust (\$360).
- 720600 Insurance reflects the County’s anticipated contribution to the County’s Self-Insured Liability Program.

SERVICES & SUPPLIES (continued)

- 720800 Maintenance - Equipment is recommended at \$12,100. This account pays for all maintenance and repairs for the IBM Infoprint (marriage license printer) (\$2,300) and IBM Maintenance (\$4,600)). Telephone moves, maintenance(\$200), 2 Fujitsu scanners (\$2,000), and digital video surveillance , access control and Intrusion alarm system (\$3,000).The Department will report all expenditures in this budget that are funded from the Modernization Trust Fund to the Auditor and Administration on a semi-annual basis for appropriate withdrawals from the Trust Fund. In this line item, \$6,600 is funded from the Micrographics Trust, \$1,150 from the VRIP Trust and \$4,350 is funded from the Modernization Trust. 100% of this line item is funded from trust accounts.
- 721100 Memberships is recommended at \$825. This account pays for membership in the California Association of Clerks and Election Officials (\$325) and the County Records' Association (\$500). \$500 is funded from the Modernization Trust.
- 721300 Office Expense (\$15,000) This account pays for the cost of printing forms, periodicals, copy machine supplies, and general office supplies. Approximately \$2,500 of Vital Records Improvement Program funds will be used to offset office expense. \$5,000 is funded from the Modernization Fund.
- 721400 Professional & Specialized Services (\$45,700) This account pays for the purchase, processing and copying of Clerk-Recorder records that need to be microfilmed. \$6,000 is to be used for film processing of Departmental records (Micrographics Trust); \$3,500 is budgeted for IBM upgrades, and one upgrade, to redact social security numbers from documents is expected; \$3,900 for IBM AS/400 maintenance (server and 20 users) ; \$21,700 is for maintenance fees for the Exigent system, \$7,700 of which is budgeted for redaction software maintenance; Exigent upgrade (\$6,000); Kofax imaging software maintenance (2 scanners) (\$2,000) and Lansa Graphic software maintenance (\$2,600). All costs in this line item will be charged against the Modernization/Micrographics Trust Funds, at no cost to the General Fund. \$6,000 is funded from the Micrographics Trust, and the remainder, \$39,700, is funded from the Modernization Trust.
- 721600 Rents & Leases - Equipment is recommended at \$4,600 for leasing vehicles from the Central Garage, and the lease on the copier for the Recorder division. The copier cost is estimated to be \$4,500. \$2,300 is reimbursable from the Micrographics Trust.
- 721700 Rents & Leases - Buildings is recommended at \$15,000 - \$6,000 provides for rental space in an underground vault to secure the microfilmed Clerk's and Recorder's records (Micrographics Trust); \$9,000 is provided for rental of storage space . This expense will be reimbursed by the Micrographics Trust Fund at no cost to the General Fund.
- 722000 Transportation & Travel is recommended at \$8,000 and pays for the required travel of the Department to conferences and meetings. This includes the Annual Conferences of both the Clerk's Association (\$2,000) and the Recorder Association (\$2,200); New Law Workshop (\$2,000); Recorder Legislative Meetings (\$650); Clerk legislative committee meetings (\$650); and Quarterly Exigent meetings for the Recorder and Information Technology (\$500). \$4,350 is reimbursable from the Modernization Trust.